

INSTRUCTIONS FOR SUBMISSION OF PAYMENT VOUCHER

THE FOLLOWING INSTRUCTIONS PERTAIN TO REQUESTS FOR PAYMENT OF ATTORNEY'S FEES, INVESTIGATOR FEES AND OTHER APPROPRIATE COUNTY CHARGES.

1. Please type the PAYMENT VOUCHER information, or print legibly.
2. If you already have a Vendor number with the County of Riverside, please fill in your Vendor number. If you do not have a Vendor number, you may request the appropriate form using the address provided at the end of the instructions, or complete an IRS W9 form and submit it with your voucher. The absence of a Vendor number will delay payment.
3. The name and address provided should be that of the Attorney or Claimant.
4. The case number MUST include the prefix of the case.
5. The case title should be the same as the Case Print.
6. Case type would be CRIMINAL, JUVENILE/602, JUVENILE/300, PROBATE, DEATH PENALTY, etc.
7. Attorneys must also fill out the section FOR ATTORNEYS. The name of the party being represented must be completed.
8. In the CIRCUMSTANCES OF APPOINTMENT, specify the reason for your appointment. If you are an attorney appointed to represent someone in another capacity, please specify the capacity and make sure the Code Section authorizing this appointment has been provided.
9. Verify the dates that the services have been performed. Your attached Declaration and/or Invoice should indicate what services were rendered on specified dates.
10. Specify the hourly rate and/or the maximum amount authorized by the Court.
11. The PAYMENT VOUCHER must be signed by the attorney rendering the services.

12. The bottom portion of the PAYMENT VOUCHER is to be completed for services other than appointment of counsel.
13. The date of appointment or the date the Court authorized services should be clearly set out.
14. Any mileage claimed is payable at the IRS rate in effect at the time the service was performed (see www.irs.gov).
15. The hourly rate for the services and the maximum amount authorized by Order of the Court MUST be included.
16. Payment WILL NOT be made unless a complete and detailed declaration or invoice is included. Please verify amounts, and check that there are no duplications or request for payment of services previously billed.
17. If the services rendered were by an Investigator or Expert, please have the attorney representing the defendant verify the services.
18. When billing for any cost other than attorney or investigation fees, please attach your receipts.
19. All PAYMENT VOUCHERS must be submitted to and processed through the Superior Courts for approval by the Judge and for authorization/input into the case file by Court staff.

If you have properly completed the PAYMENT VOUCHER, payment will be made promptly; however, as you can appreciate, there will be a lapse in time for the Court to receive and process the voucher to the County, and for payment by the County Auditor-Controller.

If you have additional information that you failed to provide, please mail it to the County Executive Office, 4080 Lemon St. 4th Floor, Riverside, CA 92501-3679, attn: Indigent Defense.